

JCS Declassification/Release Instructions
on File

Tempo L, Room 2402

4 April 1947

MEMORANDUM TO: United States Civil Service Commission
Washington, D. C.

Attention: Mr. John F. Dirks,
Chief, Washington Section,
Personnel Classification Division.

SUBJECT: Appeal from classification allocation,
Dorothy M. Kane.

1. This is written in support of the appeal by Miss Dorothy M. Kane from the Commission's decision to downgrade her position from the classification Editorial Clerk, CAF-6, to Proofreading Clerk, CAF-5. I am interested in this matter both as ranking A-2 officer on the staff of the Joint Intelligence Study Publishing Board and as Deputy Director of that Board.
2. Although I have no direct supervision over Miss Kane, my official duties require that I have full knowledge of her work and the manner in which it is performed.
3. I have examined carefully the revised position description upon which this appeal is based, and also the other supporting statements. It is my considered opinion that they are as accurate as they can possibly be made and that the position merits the higher grade. In this connection, I should like to call especial attention to the difficulties which inevitably arise in classifying new positions based upon tasks given to joint organizations such as this, and to ask the Commission to take this factor into account.
4. I am fully aware that in these cases the Commission cannot take into account the person involved but must consider the position. It would be unfair, however, if I failed to point out that Miss Kane has been a most satisfactory employee; that she has consistently endeavored to better her efficiency by attending night university courses related to her work; has willingly worked overtime whenever completion of her duties required; and has gravely accepted menial assignments because of lack of personnel to assist her. It would be most unfortunate if such willingness to cooperate and such faithfulness to the over-all task should be rewarded only by downgrading the position.
5. It is my opinion that, for the good of the service, all possible encouragement should be given such an employee.

/s/ LYMAN D. LYNN
Lyman D. Lynn, Major, A.C.
Joint Intelligence Study Publishing Board